

**Department of Information Services  
Customer Advisory Board  
July 27, 1998  
Meeting Minutes**

**Members present:**

**Doug Tanabe, Vice Chair, Department of Personnel  
Phil Grigg, Department of General Administration  
Doug Tanabe, Department of Personnel  
Dan Parsons, Washington State Patrol  
Judy Schneider, Department of Social and Health Services  
Fran Muskopf, Department of Health  
Don Price, Department of Corrections  
Bob Monn, Department of Ecology  
Jim Albert, Attorney Generals Office  
Dale Putnam, Washington State Patrol  
Bill Caughlin, Department of Licensing  
Mike Seale, Community, Trade and Economic Development  
Cliff Schiller, Department of Retirement Systems  
Niela Goyette, Department of Natural Resources  
Sheryl Hall, Department of Fish and Wildlife  
Al Bloomberg, Department of Natural Resources  
Thomas Bynum, Employment Security Department**

**DIS Staff present:**

**Mike McVicker, Assistant Director, DIS  
Laura Parma, WIT  
John Saunders, Year 2000  
Mary Lou Griffith, MOSTD  
David Koch, MOSTD  
Rich Martin, MOSTD  
Dennis Hausman, MOSTD  
Andy Marcelia, MOSTD  
Erika Lim, MOSTD**

**Call to order:** Doug Tanabe, DIS Customer Advisory Board Vice Chair, called the meeting to order at 1:30 p.m.

***Sub-Committee Reports – Doug Tanabe***

***Architecture Sub-committee - Phil Grigg***

Phil Grigg stated the sub-committee has been exploring the remote access issue and Access Washington. The next meeting is scheduled for August 5, 1998 at 3:30 in the General Administration Building on the 3rd Floor.

***Human Resources Sub-committee - Doug Tanabe***

There was discussion of 6767 resulting in classified employees having higher salaries than WMS employees. Doug stated that this would be a management issue for each individual agency to deal with appropriately.

***County/Local Government Sub-committee - Dan Parsons***

No report.

***Finance Sub-committee - Judy Schneider***

No report.

***Year 2000 Update – John Saunders, DIS – Barry Rau, Sterling Associates***

John Saunders shared the results of the Cycle 3 Risk Assessment. The information was shared with the Governor's Cabinet on July 20, 1998 and was well received. The Year 200 Steering Committee has endorsed and accepted the recommendations. Cycle 4 will be looking at the records in agency databases and comparing it to what progress has taken place. Those agencies that sustained a high risk notification in writing will be asked to report to the Year 2000 Steering Committee to walk them through their plan.

***New Business***

***Portfolio Management – Doug Tanabe***

The CAB Sub-committee will continue to assist DIS in reviewing the draft portfolio management document. The acquisition policy draft is currently in process.

The Department of Natural Resources is the first agency to work with DIS in implementing portfolio management. Al Bloomberg stated that DNR is looking at what information that has already been documented within the agency, can be applied to the portfolio management concept and DNR is tracking the time it takes to incorporate. They are working with DIS to raise concerns and look for solutions.

***Next Meeting***

The next CAB meeting is scheduled for Monday, August 24, 1998 from 1:30 - 3:30 in the DIS Boardroom.

Meeting adjourned.